ERIC PFRISTRY

FBIS-2039/88

18 OCT 1988

MEMORANDUM FOR: [   ] Systems Integration Office, IC Staff   STAT

FROM: [   ]   STAT
Chief, Operations Group, FBIS

SUBJECT: Operations Group Off-Site Conference

1. Thank you for setting aside the time to speak at the FBIS
Operations Group off-site conference to be held at the [   ]   STAT
[   ] 2-4 November. We have scheduled you to speak from 1745 to 1845 on   STAT
Wednesday, 2 November. We have not arranged transportation for you as
you indicated that you would be driving to and from the center; however,
we have made arrangements to lodge you in [   ] on Wednesday night   STAT
should you wish to stay overnight.

2. Operations Group personnel man the 14 FBIS field bureaus, staff
the 24-hour FBIS Wire Service and the FBIS Television Center, and produce
the eight volumes of the DAILY REPORT. Basic elements of work in this
group — long overseas assignments, shiftwork, product deadlines — limit
the opportunities of Operations Group personnel to hear from and interact
with FBIS management, and to follow closely developments that impact on
their work and careers. Consequently, the primary objectives of the
conference are to facilitate communication between Operations Group
management and personnel and to provide information to all participants
on significant issues and developments at the group, office, directorate
and Agency levels.

3. [   ] managing editor of the FBIS DAILY REPORT, speaks   STAT
highly of your course on organizational behavior. We would enjoy hearing
your thoughts on employee-management communication, motivations and
behavior of individuals in a large organization, and career development.

4. If you have any questions, please call [   ]   STAT
(secure).

[   ]   STAT

Attachment
  Ops Gp Off-Site Conference Agenda

Subject: Operations Group Off-Site Conference

Distribution:
  Orig - Addressee w/attachment
    1 - D/FBIS w/o attachment
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C/Ops/FBIS   (17 Oct 88)   STAT

2